

CHAPTER 2  
ELECTED OFFICIALS & OFFICES  
VILLAGE OF SLINGER, WASHINGTON COUNTY, WISCONSIN

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**ARTICLE 2.00      ELECTED OFFICIALS & OFFICES**

2.01    ELECTED OFFICIALS.

- (A)    Enumerated.    The elected officials of the Village shall be the Village President and six (6) Trustees.
  
- (B)    Terms of Office.    The term of office of the Village President and 6 Trustees shall be 2 years and shall commence on the third Tuesday or April succeeding election. The Village President and 3 Trustees shall be elected at the annual Spring Election in odd-numbered years. Three Trustees shall be elected at the Annual Spring Election in the even-numbered years.

2.02    APPOINTED OFFICIALS.

- (A)    Enumerated.    The following officials shall be appointed by the Village President, subject to confirmation by the Village Board.
  - 1. Village Administrator
  - 2. Village Clerk/Treasurer
  - 3. Village Attorney
  - 4. Director of Public Works/Engineer
  - 5. Park and Recreation Director
  - 6. Assessor
  - 7. Health Officer
  - 8. Building Inspector
  - 9. Electrical Inspector
  - 10. Plumbing Inspector
  - 11. Weed Commissioner
  - 12. President Pro Tem
  
- (B)    Terms.
  - 1. Assessor, Village Attorney, Health Officer, Building Inspector, Electrical Inspector, Plumbing Inspector, Weed Commissioner, President Pro Tem, shall serve at the pleasure of the Village Board.
  
- (C)    Unless otherwise provided by Village Ordinance or State Statute, all other appointed officials shall serve until removed as provided by Village Ordinance, such terms to begin upon confirmation by the Village Board.

## 2.03 WISCONSIN ADMINISTRATIVE CODE ADOPTED.

The Wisconsin Administrative code, as may be amended from time to time, excluding any penalties provided therein, is adopted by reference and made a part of the code of ordinances of the Village as though set forth in full, to the extent such code may apply to Village government.

## 2.04 REMOVALS.

- (A) Elected Officers. Elected officers may be removed by the Village Board as provided in S17.13(2), Wis. Stats. as amended, or by the judge of the Circuit Court, for cause pursuant to S17.13(3) and S17.16, Wis. Stats.
- (B) Appointed Officers. Appointed officers may be removed as provided in S17.16 Wis. Stats., as amended.

## 2.05 VACANCIES

- (A) How Occurring. Vacancies in elected or appointed positions are caused as provided in S17.24, Wis. Stats., as amended.

## 2.06 SALARIES

- (A) Elected Officials:

Village President	\$5,000
Trustee	\$4,000

- (B) Appointed Officials:

Salaries of all appointed officials, including members of Boards and Commissions, shall be as determined by the Village Board from time to time and in compliance with Wis. Stats., as amended.

- (C) Per Diem:

All citizen members of Village Boards, Commissions and Committees shall receive \$25 compensation for each assigned meeting that they are in attendance.

## **OFFICERS**

### 2.07 VILLAGE PRESIDENT, TREASURER, CLERK, PRESIDENT PRO TEM & TRUSTEES

- (A) Powers and Duties. The Village President shall have the powers and duties assigned by S61.24, Wis. Stats. as amended; The Village Treasurer shall have the powers and duties assigned by S61.26, Wis. Stats. as amended; The Village Clerk shall have the powers and duties assigned by S61.25 Wis. Stats. as amended; The President Pro Tem will have the duties of the Village President in his/her absence. The President Pro Tem will be a Village Trustee: and the Trustees, along with the Village President, shall constitute the Village Board and have such powers and duties as are enumerated in Ch. 61, Wis. Stats., and elsewhere in the Statutes.
- (B) Authority. The Village Board shall have all powers of the Village not specifically given to some other body or officer. Except as otherwise provided by law, the Village Board shall have the management and control of the Village property, finances, highways, streets, utilities, and the public service and may act for the government and good order of the Village, for its commercial benefit and for the health, safety, welfare and convenience of the public and may carry its powers into effect by license, regulation, suppression, borrowing, taxation, special assessment, appropriation, imposition of forfeitures and other necessary or convenient means. The Village Board may appoint such officers from time to time as may be deemed necessary for the benefit of the community. In addition, the Village Board shall have the powers enumerated in S61.34, Wis. Stats., as amended. The powers hereby conferred shall be in addition to all other grants and shall be limited only by express language.

### 2.08 PLAN COMMISSION.

- (A) Members. Pursuant to Wisconsin Statutes 62.23 (1) and 61.35, a Plan Commission for the Village of Slinger, Wisconsin, is hereby created and to be comprised as follows:
1. Village President who is the presiding officer.
  2. President of the Village Park Board or his substitute.
  3. A Village Board Trustee.
  4. Four (4) Adult Residents of the Village of Slinger.

(B) Terms. The above persons shall serve as Commission Members for terms as follows:

1. The Village President shall serve during his term of office as Village President.
2. The President of the Village Park Board shall serve during his term of office.
3. The Trustee member of the Board shall be elected by 2/3 vote of the Village Board and shall serve from the creation of the Commission until the following April and shall be elected in the same manner each April thereafter.
4. The four adult resident members of the Commission shall be appointed by the Village President at the creation of the Commission and shall hold office for a period ending 1 and 2 years, respectively, and two of which shall hold office for a period ending 3 years, respectively, from the succeeding first day of May, and thereafter annually during April. Such members shall be appointed for a term of 3 years.

(C) Powers and Duties. The function, duties and powers of the Plan Commission shall be as set forth in S62.23, Wis. Stats.

(D) Organization.

1. Officers. The Village President shall be the Chairman and as such chairman shall appoint a secretary to the Plan Commission from among its members.
2. Self Government. The Village Plan Commission shall organize and adopt rules for its own government in accordance with the provisions of Section.
3. Meetings. Meetings shall be held at least monthly and at the call of the Village President or a majority of the full commission.
4. Committees. Standing and Special Committees may be appointed by the Chairman.
5. Quorum. A quorum shall be four (4) members, but all actions except a motion to adjourn, shall require approval of a majority of the full commission.
6. Record. A written record shall be kept showing all actions taken, resolutions, findings, determinations, transactions and recommendations made; and a copy shall be filed with the Village Clerk as a public record.

(E) POWERS. The Village Plan Commission shall have such powers as may be necessary to enable it to perform its functions and duties and promoted Village Planning, including but not limited to the following:

1. To employ experts and a staff and to pay for their services, supplies, equipment and such other expenses as may be necessary and proper, not to exceed the appropriations and regulations made by the Village Board.

2. To make reports and recommendations relating to the planning and development of the Village to public officials, agencies, utilities and other organizations and to citizens.
3. To recommend public improvement programs and financing thereof to the Village Board or Village President.
4. To request available information from any public official, such information to be furnished within a reasonable time.
5. To enter upon any land. The Commission, its members and employees, may enter upon any land in the performance of its functions, may make examinations and surveys and may place and maintain necessary monuments and marks thereon.

(F) DUTIES. The Village Plan Commission shall have the following functions and duties:

1. To make and adopt a master plan for the physical development of the Village, including appropriate areas outside of its boundaries, in accordance with S62.23(2) and (3), Wis. Stats., as amended.
2. To make and recommend an official map to the Village Board in accordance with S62.23(6) Wis. Stats., as amended.
3. To prepare and recommend a Zoning District plan and regulations to the Village Board in accordance with S62.23(7), Wis. Stats., as amended.
4. To prepare and recommend Land Division regulations to the Village Board in accordance with S236.45, Wis. Stats.
5. Location, character and extent or acquisition, leasing or sale of lands of public or semipublic housing, slum clearance, relief of congestion or vacation camps for children.
6. All annexations, incorporations or consolidations affecting the Village.
7. All divisions of lands within the platting jurisdiction of the Village.
8. All proposed or requested changes and amendments to the Village's master plan, official map, zoning and land division.

(G) ADDITIONAL POWERS AND DUTIES. The Village Plan Commission shall have such additional powers and duties granted or assigned by the Village Board or by Village Ordinances. All the powers and duties granted or assigned to Village Plan Commission by S62.23, Wis. Stats., and any amendments thereto, are granted or assigned to the Commission; and such statute is adopted by reference.

2.09 BOARD OF REVIEW. The Board of Review of the Village of Slinger shall consist of the Village President, the Village Clerk and one Trustee to be appointed by the Village President annually. Annually the Village President shall appoint two (2) alternates to serve on the Board of Review in the event a standing Board member of the Board of Review is removed or unable to serve for any reason Pursuant to Chapter 70 of WI Stats. In the event that an insufficient number of Board members is able or willing to serve on the Board for any reason pursuant to Chapter 70 of WI Statutes, the Village President shall appoint additional alternate members to serve as needed.

2.10 PARK BOARD.

(A) Members. A Park Recreation and Forestry Board of Commissioners shall consist of and be composed of the following:

1. Two (2) Trustees of the Village of Slinger
2. Five (5) Adult Residents of the Village of Slinger

(B) Terms.

1. Citizen Members

All of the citizen members of the Park Recreation and Forestry Board shall be appointed by the Village President and shall serve five (5) year terms, providing that those first appointed, one shall serve five (5) years, one shall serve four (4) years, one shall serve three (3) years, one shall serve two (2) years, and one shall serve one (1) year.

2. Trustee Members

All Trustee Members of the Park Recreation and Forestry Board shall be annually appointed by the Village President.

(C) Powers and Duties.

1. The Parks, Recreation and Forestry Board shall have the power to expend funds it receives from sources other than taxes on governmental grants without the approval of the Village Board. All expenditures of funds derived from taxes or governmental grants shall not be expended without approval of the Village Board.
2. The Board shall have all other powers as set forth in Section 27.08(2)(A) and (B), Wis. Stats., as amended.

2.12 ZONING BOARD OF APPEALS. The Zoning Board of Appeals shall consist of Five (5) citizens of the Village appointed by the Village President, subject to confirmation by the Village Board, for terms of three years beginning on May succeeding appointment, 2 for 2 years, and 2 for 3 years. The Village President may appoint for terms of 3 years, two alternate members who shall act, with full power only when a member of the Board refuses to vote because of interest or where a member is absent.

## 2.13 ELECTION OFFICIALS.

- (A) Number. The election officials shall consist of 5 (five) inspectors. Members shall be appointed as provided in Section 7.30, Wisconsin Statutes, as amended.
- (B) Work Hours. Shifts may be split as determined by the Municipal Clerk.
- (C) Appointments. The Village President shall appoint election officials with confirmation by the Village Board as pursuant to Chapter 7.30, 7.31 and 7.32, Wisconsin Statutes. Such election officials shall have all of the power and perform all of the duties prescribed for such officers by the statutes.

## 2.14 HOUSING AUTHORITY. There is hereby created a Housing Authority to be known as “The Housing Authority of the Village of Slinger, Wisconsin.” The Housing Authority shall be selected and operated in strict compliance with all provisions of Section 66.1201, as amended, of the Wisconsin Statutes.

## 2.15 LIBRARY BOARD.

- (A) The Library Board shall consist of seven (7) members. Members shall be appointed by the Village President and approved by the Village Board. Upon their first appointment, the Members shall be divided as follows: The 7 Member Board into 3 classes, 3 to serve for 3 years, 2 to serve for 2 years and 2 to serve for 1 year, from the succeeding first day in May, and thereafter annually during April. Thereafter, appointments are to be for a 3 year term.
- (B) Power and Duties. The Library Board shall have all power as set forth in Wisconsin Statutes.

## 2.18 POLICE COMMISSION.

- (A) Membership. The Police Commission shall consist of five (5) citizens, three (3) of which shall constitute a quorum. The Village President shall annually, between the last Monday of April and the first Monday of May, appoint, in writing, one (1) member for a term of five (5) years. Initial appointment shall be for a one (1) to five (5) year term and five (5) year terms annually as said terms expire. No Commissioner may serve more than three consecutive five (5) year terms of office.
- (B) Authority. The Commission shall appoint the Chief of Police who shall hold office during good behavior, subject to suspension or removal by the Commission for cause.

- (C) Subordinates. The Chief of Police shall appoint subordinates subject to approval by the Commission. Appointments shall be from an eligible list as provided in Section 62.13, Wisc. Stats., as amended, provided by examination and filed with the Commission.
- (D) Discipline of Subordinates. The Commission shall discipline the Chief of Police and hold a discipline hearing and impose discipline on subordinates in accordance with the provisions of Section 62.13, as amended, Wisc. Stats.

## 2.21 POLICE DEPARTMENT.

- (A) Personnel. The Police Department shall consist of the Chief of Police and such Police Officers as the Village Board may prescribe by Ordinance or Resolution.
- (B) Appointments. The Police Commission shall appoint the Chief of Police, who shall hold office during good behavior. Chief of Police shall appoint and promote subordinates, subject to the approval of the Police Commission. Such appointments and promotions shall be made from lists of eligible persons prepared by the Commission in accordance with State Law.
- (C) Salary. The Chief of Police and the Police Officers shall receive a salary as fixed by the Village Board and shall not be entitled to any other compensation.

## 2.23 POLICE OFFICERS.

- (A) General Powers and Duties. Each officer of the Department shall possess the powers conferred on Marshals and constables by law, shall preserve and protect the health, safety, public peace and order of the Village and shall enforce the laws and ordinances of the State and Village subject to the orders, rules and regulations of the Chief, the Village President and the Village Board.
- (B) Powers of Arrest. The Chief of Police and any Police Officer shall arrest all persons in the Village found in the act of violating any law or ordinance of the Village or State or aiding or abetting in such violation, and they shall arrest without warrant all persons whom they have reasonable grounds to believe have violated any law or ordinance and who will not be apprehended unless immediately arrested, shall take all arrested persons before the court having jurisdiction thereof to be dealt with according to law.



- (C) Assisting Fire Department. Whenever necessary, any Police Officer shall assist the Fire Department in maintaining order at the scene of a fire.
  - (D) Permits and Licenses. The Police Officers shall ensure that the necessary permits and license issued by the State or the Village are in the possession of or are properly displayed by any person engaged in an activity or business within the Village for which a permit or license is required and that the terms of such license or permit are complied with.
  - (E) Conditions of Employment. The work week and uniform allowances, vacations, sick leaves, holidays and other fringe benefits of Police Officers shall be determined by the Village Board.
- 2.26 DEPARTMENT RULES. The Chief of Police shall prepare rules for the administration of the Police Department, which rules shall be in full force upon approval of the Village Board and shall outline the conditions of employment in the Department. The Village Board and the Police Committee, where applicable, may revise such rules.
- 2.27 ADMINISTRATIVE REVIEW APPEALS BOARD.
- (A) The Village Board shall serve as the Administrative Review Appeals Board.
  - (B) Powers and Duties. The Administrative Review Appeals Board shall have all power as set forth in Chapter 22.05 of the Code of the Village of Slinger.
- 2.28 RESIDENCY REQUIREMENT OF VILLAGE EMPLOYEES.
- (A) The Village Administrator is required to have residency within the Village limits.  
  
No other employee is required to have residency within the Village limits, except for the requirements of the 10 mile radius for “on call” personnel and 20 mile radius as covered under the labor agreement language of the Police Union.
  - (B) New employees shall have 6 months from the date of their completion of the probationary period to establish residency as required by Section 2.28(A).
  - (C) Part-time employees of the Village working in excess of 600 hours per year shall be subject to the residency provisions as required by Section 2.28(A).

## 2.50 MUNICIPAL COURT.

- (A) Municipal Court Created. There is created and established a Municipal Court, to be designated as the "Mid-Moraine Municipal Court," under the provisions of Chapter 755, Wis. Stats., and pursuant to the Agreement for the operation of the Municipal Court for Washington County, as amended ("Agreement"), a copy of which is on file with the Village Clerk.
- (B) Municipal Court Judge. Municipal Court shall be under the jurisdiction of and presided over by a Municipal Judge, who shall be an attorney licensed to practice law in Wisconsin and who resides in any of the member municipalities as defined in the Agreement. The Municipal Judge shall be elected at large in the Spring Election for a term of two years commencing on May 1 of the year of his or her election. Governing bodies of the member municipalities shall provide for a Primary Election in the event that two or more candidates file nomination papers for the positions of Municipal Judge.
- (C) Bond. The amount of the bond required by the Section 755.03(1) Wis. Stats. shall be \$2,500.
- (D) Hours. The Municipal Court shall be open at such times as the Municipal Judge determines, subject to the Agreement.
- (E) Contempt. The Municipal Judge may impose a forfeiture for Contempt of Court and a jail sentence for nonpayment of the forfeiture and any applicable assessments under Section 800.12(2) Wis. Stats.
- (F) Jurisdiction. This section shall be construed to limit neither the jurisdiction of the Municipal Court, nor the authority of the Municipal Court to impose penalties under the Wisconsin Statutes.

## 2.71 VILLAGE ADMINISTRATOR

- (A) Office of the Village Administrator. In order to provide the Village of Slinger with a more efficient, effective and responsible government under a system of a part-time Board President and Village Board operation as a Village Board (hereinafter referred to as "Village Board") at a time when Village government is becoming increasingly complex, there is hereby created the Office of Village Administrator for the Village of Slinger (hereinafter referred to as "administrator").
- (B) Appointment, Term or Office & Removal. The administrator shall be appointed on the basis of merit with due regard to training, experience, administrative ability and general fitness for the office, by a majority vote

of the Village Board. For the purposes of appointing or terminating the administrator, the Board President and each Board Member shall cast one vote. The administrator shall hold office for an indefinite term subject to removal at any time by a majority vote of the Village Board. This section, however, shall not preclude the Village Board from establishing other employment terms and conditions not inconsistent with the provisions of this ordinance or the Municipal Code of the Village of Slinger.

- (C) **Residency.** The administrator shall become a resident of the Village of Slinger within one year following the date of appointment, unless this requirement is specifically waived or varied by Village Board ordinance or by contract authorized by the Village Board, and entered into with the administrator, covering the terms and conditions of residency.
- (D) **Functions & Duties of the Administrator.** The administrator, subject to the limitations defined in resolutions and ordinances of the Village of Slinger and Wisconsin State Statutes, shall be the chief administrative officer of the Village, responsible only the Board President and the Village Board for the proper administration of the business affairs of the Village, pursuant to the statutes of the State of Wisconsin, the ordinances of the Village of Slinger, and the resolutions and directives of the Village Board, with power and duties as follows:

#### **1. GENERAL DUTIES**

- a. Carry out directives of the Board President and Village Board which require administrative implementation, reporting promptly to the Board President and Village Board any difficulties encountered herein;
- b. Be responsible for the administration of all day-to-day operations of the Village government including the monitoring of all Village ordinances, resolutions, Village Board meeting minutes and state statutes.
- c. Establish when necessary administrative procedures to increase the effectiveness and efficiency of Village government according to current practices in local government, not inconsistent with directives of the Board President and Village Board;
- d. Serve as ex-officio nonvoting member of all Village commissions and committees of the Village, except as specified by the Board President and Village Board of Wisconsin State Statutes;

- e. Keep information concerning current federal, state, and county legislation and administrative rules affecting the Village and submit appropriate reports and recommendations thereon to the Board President and Village Board;
- f. Keep informed concerning the availability of federal, state and county funds for local programs. Assist department heads, Board President and Village Board in obtaining these funds under the direction of the Board President and Village Board;
- g. Represent the Village in matters involving legislative and inter-governmental affairs as authorized and directed as to that representation by the Board President and Village Board;
- h. Act as public information officer for the Village with the responsibility of assuring that the news media are kept informed about the operations of the Village and that all open meeting rules and regulations are followed;
- i. Establish and maintain procedures to facilitate communications between citizens and Village government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official, and to assure that all such matters are expeditiously resolved;
- j. Promote the economic well-being and growth of the Village through public and private sector cooperation;

## **2. RESPONSIBILITIES TO THE BOARD PRESIDENT AND VILLAGE BOARD**

- a. Attend all meetings of the Village Board, assisting the Village Board as required in the performance of their duties;
- b. In cooperation with the Board President, Village Board and the Clerk, ensure that appropriate agenda are prepared to all meetings of the Village Board, all Village Board committees, and all other appropriate committees and commissions of the Village, together with such supporting material as may be required; with nothing herein being construed as to give the administrator authority to limit or

in anyway prevent matters from being considered by the Village Board, or any of its committees and commission;

- c. Assist in the preparation of ordinances and resolutions as requested by the Board President and Village Board, or as needed;
- d. Keep the Board President and Village Board regularly informed about the activities of the administrator's office by oral and written reports at regular and special meetings of the Village Board;

### **3. PERSONNEL**

- a. Be responsible for the administrative direction and coordination of all employees of the Village according to the established organization procedures;
- b. Recommend to the Board President and Village Board the appointment, promotion, and when necessary for the good of the Village, the suspension or termination of department heads;
- c. In consultation with the appropriate department head, be responsible for the appointment, promotion, and when necessary for the good of the Village, the suspension or termination of employees below the department head level;
- d. Serve as personnel officer for the Village with responsibilities to see that complete and current personnel records, including specific job descriptions, for all Village employees are kept; develop and enforce high standards of performance by Village employees; assure that Village employees have proper working conditions; work closely with department heads to promptly resolve personnel problems or grievances;
- e. Work closely with department heads to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and act as the approving authority for requests by employees to attend conferences, meetings, training schools, etc, provided that funds have been budgeted for these activities.

#### **4. BUDGETING & PURCHASING**

- a. Be responsible for the preparation of the annual Village budget, in accordance with guidelines as may be provided by the Board President and Village Board and in coordination with department heads, and pursuant to state statutes, for review and approval by the Board President and the Village Board;
  - b. Administer the budget as adopted by the Village Board;
  - c. Report regularly to the Board President and Village Board on the current fiscal position of the Village;
  - d. Supervise the accounting system of the Village and insure that the system employs methods in accordance with current professional accounting practices;
- (E) Cooperation. All officials and employees of the Village shall cooperate with and assist the administrator so that the Village government shall function effectively and efficiently.
- (F) Severability. The provisions of this ordinance shall be deemed severable and it is expressly declared that the Village Board of the Village of Slinger would have passed the other provisions of this ordinance irrespective of whether or not one or more provisions may be declared invalid; and if any provisions of this ordinance or the application thereof to any person or circumstances is held invalid, the remainder of the ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.